

FAIRFAX AREA AGENCY ON AGING

VOLUNTEER JOB DESCRIPTION

POSITION TITLE: Meals on Wheels Volunteer Group Treasurer

PROGRAM: Home-Delivered Meals

AREA OF RESPONSIBILITY:

- ◆ **Goal:** Responsible for finances of a specific Meals on Wheels Group including accounting for the number of meals served each month and client contributions for all clients in the designated Meals on Wheels Group.
- ◆ **Tasks:**
 1. Each month, report accurate number of meals served to all Meals on Wheels clients by indicating client name, meals served, contribution, cost of the meals to vendor and total number of meals served.
 2. Each month, submit report to the Area Agency on Aging using either county reporting forms or computer generated report with similar format.
 3. Each month ensure that backup data in the monthly report includes the following:
 - a. Total meal cost to food provider.
 - b. Total amount of collections per month for each client.
 - c. Full name of each client and the number of meals served for the month.
 - d. Total number of miles and dollar amount being claimed by volunteer drivers. Mileage claims submitted to agency within sixty days of date on claim.
 4. Each month submit monthly report to the Area Agency on Aging within five business days after receipt of the food vendor invoice.
 5. Keep confidential any information regarding client contributions.

TIME COMMITMENT:

- ♦ Five to ten hours per month or more depending on number of routes for a minimum time commitment of one year.

QUALIFICATIONS:

- ♦ Computer literacy very helpful but not required.
- ♦ Attention to detail.
- ♦ Good organizational skills.

VOLUNTEER BENEFITS:

- ♦ Coverage under Fairfax County secondary liability insurance program.
- ♦ Mileage reimbursement for all business related expenses.
- ♦ Regular issues of "Volunteer Vibes," a newsletter for volunteers.

STAFF SUPPORT:

Jan Kikuchi, Supervisor
Nutrition Program